

**Arizona's Instrument to Measure Standards
AIMS/TerraNova Test Security Agreement
Spring 2008**

The user (school district, charter operator, and/or school professional staff) acknowledges that AIMS and *TerraNova* are secure tests and agrees to the following conditions of use to ensure the security of the tests:

1.
 - a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.
 - b) The names of all persons having access to the materials will be kept on file by the designated test coordinator.
 - c) All persons having access to the materials (other than students to whom the test is administered) will sign this test security agreement, which will be kept on file.
 - i. Building administrators will maintain signed agreements of building staff.
 - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
 - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter representatives.
2.
 - a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - c) Test materials will be kept secure until they are actually distributed to students.
 - d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3.
 - a) The user will not examine the test to determine the content beyond the requirements to administer the test.
 - b) The user will not disclose or allow to be disclosed the content of the test. The user will not discuss any test item at any time.
4. Upon completion of testing, the user will return all test materials to the designated test coordinator of the school/district.
5. The district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices*.
7. The user will follow all instructions in the Test Coordinator's Manual and the Test Administration Directions which includes reading the directions to students exactly as scripted in the Test Administration Directions.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS or *TerraNova* tests, will also sign an AIMS/*TerraNova* Test Security Agreement.

SIGNED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

DISTRICT NAME/
CHARTER OPERATOR: _____

ADDRESS: _____

CITY: _____